



NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA

JOB DESCRIPTION

JOB TITLE: Human Resources Specialist
DEPARTMENT: NFR Administration
REPORTS TO: Chief Administrative Officer

SALARY SCALE: G7/S1 – G9/S10
SALARY RANGE: \$44,740 - \$71,146 (RUS 2022)
STATUS: Non-exempt; Full-time

JOB SUMMARY:

The Human Resources Specialist supports the efforts of all members of the NFR team and community by providing the necessary information relating to recruitment positions, ancillary projects, and HR processes. This full-time non-exempt position is responsible for the general oversight of HR office functions (i.e., filing, updating of personnel information, employment questions, etc.). The HR area's focus on providing exceptional customer service support for staff and the public. The Human Resources Specialist does this by providing clear and accurate information to both staff and the public interested in employment, compensation, training, career development, and general personnel information with the North Fork Rancheria (NFR). The person appointed to the Human Resources Specialist classification is an "at-will" employee.

DUTIES & RESPONSIBILITIES:

1.0 PERFORMANCE AREA 1: Organizational Human Resources Support

- 1.1 Performs operational tasks and functions by executing various human resources procedures in a consistent and agreed upon manner.
- 1.2 Works with CAO in being a bridge between management and employee relations by addressing demands, grievances, and/or other issues.
- 1.3 Manages NFR recruitment and selection process ensuring quality hires.
- 1.4 Supports the service delivery areas by coordinating the use of temporary employees by being the liaison between NFR and temporary staffing services if necessary.
- 1.5 Responsible for the new hire process, including scheduling drug screen and live scan background checks, start date, and orientation dates. In addition, provides new employees with all pertinent paperwork.
- 1.6 Supports team by creating and maintaining personnel/confidential/credentialing files on new, existing and departed staff.
- 1.7 Provides information by maintaining HR Management System records and compiles reports from software as needed.
- 1.8 Coordinates exit interview process by generating exit letters, pulling information, and preparation for exit interview; Conducts exit interviews with appropriate Staff Manager.
- 1.9 Supports the recordkeeping process by generating documents that indicate personnel changes (i.e., personnel action notices).
- 1.10 Supports the CAO by assisting in the collection and tracking specific information regarding recruitment, staff utilization, and performance review cycles.
- 1.11 Responsible for revision to HR documents (i.e., job descriptions, procedural documents, etc.) by entering/retyping edited information.
- 1.12 Collects staff evaluation materials and prepares staff evaluation packets monthly for distribution to supervisors and managers.
- 1.13 Prepares work to be accomplished by gathering and sorting documents to be filed and/or archived in accordance with established NFR policies and procedures.
- 1.14 Maintains active job descriptions are saved to the current shared drive and readily available to staff.



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- 1.15 Answers outside requests (via phone and fax) for staff employment information by following established NFR procedure on information requests.
- 1.16 Responsible for data entry of new hire personnel information in NFR's Human Resources Management System after Fiscal has set up the payroll portion.
- 1.17 Responsible for handling Worker's Comp claims. Functions as point of contact for the CAO and the insurance provider.
- 1.18 Consistently and openly communicates with all staff.
- 1.19 Complies with Federal, State and Local legal requirements by following developed NFR policies and procedures

2.0 PERFORMANCE AREA 2: General Expectations

- 2.1 Effectively communicates with NFR management and employees by writing, typing, and proofing correspondence, memoranda, procedural documents and reports.
- 2.2 Follows established NFR policies approved and set by Tribal Council and procedures as set by management staff.
- 2.3 Attends and actively participates in all meetings (e.g., department meetings, program meetings, employee staff meetings) and other activities as required or assigned.
- 2.4 Attends workshops/seminars as necessary to increase skills and knowledge to provide effective care, treatment, and/or leadership.
- 2.5 Supports the overall needs of the organization by working flexible or extended hours when necessary.
- 2.6 Demonstrates awareness of and compliance with the organizations mission and objective of NFR to provide support services for all members of the community.
- 2.7 Displays a positive professional and respectful demeanor always toward employees, peers, professional contacts, and Tribal Citizens, maintaining a professional appearance and positive image for organization.
- 2.8 Contributes to the team by promoting positive staff interaction, maintains open communication with other programs/departments.
- 2.9 Other work-related duties as assigned by supervisor. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally either verbally or in writing.

EDUCATION, EXPERIENCE, LICENSE/CERTIFICATION, & SKILLS:

Education

- Must possess High School Diploma or GED. Minimum associates degree in Business Administration or Human Resources Management preferred.

Experience

- Minimum four (4) years prior experience in the Human Resource. Prior experience must demonstrate increased duty responsibilities within Human Resources area.

License

- Valid driver's license.

Skills

- Ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.



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- Strong computer skills with all MS Office products.

CONFIDENTIALITY:

The individual must be able to respect and adhere to the most rigid and strict rules of employer/tribal citizen/public citizen practice of confidentiality. Violation of this major employment requirement could lead to immediate dismissal.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Environmental Conditions:

Work generally takes place within an office environment. Air quality is good with general adequate lighting at desk/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and public.

Physical Requirements:

- Must be able to lift to 20 pounds and push up to 50 pounds (on wheels).
- Must be able to hear on the phone and those who are served in-person and speak clearly in order to communicate information.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn

NFR complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.

I have received a copy of my job description, I have read and understand the job requirements, responsibilities and expectations set forth in my position. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Name (Print):	
Signature:	Date:

Created: 10/05/2022
Tribal Council Approved: 10/13/2022